

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Driver and Vehicle Services Division

International Registration Plan Manual

This manual is intended as a guideline for registration applications involving apportioned vehicles; it is not intended as complete authority for filing and processing of IRP registration applications. It is intended as a guide to the applicable laws and rules governing the IRP.

This manual covers basic information relative to IRP registration in Minnesota. We have attempted to address the situations most frequently confronted by the majority of carriers however, it is impossible to anticipate every situation. The information published does not change or override any current statute, rule, regulation, or policy.

For additional information or questions regarding the IRP policies and procedures contact the Prorate office.

Office Location:

Lexington Ave & Hwy 110 (1/2 mile west of 35E and Hwy 110)
1110 Centre Pointe Curve
Mendota Heights, Minnesota 55120

Telephone: (651) 405-6161
Toll free: 1-888-4SAFETY(472-3389) option 5
Fax: (651) 405-6168
Office hours: 8:00 am to 4:40 pm Monday through Friday
Web: www.dps.state.mn.us

Same day service is available for the majority of transactions.

QUICK REFERENCE PHONE LIST

Minnesota Department of Public Safety

State Patrol (Commercial Vehicle enforcement).....	(651) 405- 6196
Toll free	(888) 472- 3389
	option 3
Information line (traffic law).....	(651) 297- 3935
Hazardous Material spills.....	(651) 649- 5451
Driver & Vehicle Services (general information).....	(651) 296- 6911
Drivers License CDL.....	(651) 297- 5029
Driver License school bus.....	(651) 297- 5029
Prorate (IRP and IFTA).....	(651) 405- 6161
Toll free	(888) 472- 3389
option 5	

Minnesota Department of Transportation

General information.....	(651) 296- 3000
Office of Motor Carrier Services.....	(651) 405- 6060
Toll free	(888) 472- 3389
	option 2
Over dimension/overweight permits.....	(651) 405-6000
Toll free	(800) 657-3959
Road construction/winter conditions.....	651) 405-6030
Seasonal spring road restriction.....	(651) 406-4701
Toll free	(800) 723-6543
Designated routes (long combination).....	(651) 405-6018
Metro area lane closing (24 hours).....	(651) 405-6023

Minnesota Department of Revenue

Petroleum Division.....	(651) 296-0889
Sales tax.....	(651) 296-6181

Federal Government

Federal Motor Carrier Safety Administration-St. Paul.....	(651) 291-6150
Federal Motor Carrier Safety Administration- D.C.....	(202) 358-7046
Internal Revenue Service- St. Paul.....	(651) 312-7944
Toll free	(800) 829-1040
US Customs.....	(612) 725-3689
Canadian Customs.....	(204) 949-3734

International Registration Plan (IRP)

The IRP is:

The IRP is a registration agreement among jurisdictions in the United States and Canada which allows vehicles that travel in 2 or more jurisdictions to register with their base jurisdiction rather than with each jurisdiction in which they travel.

The agreement provides for the recognition of such registrations in the member jurisdictions. Registration fees are calculated for each of the IRP jurisdictions according to the jurisdictions unique fee requirements, and then apportioned based on the percentage of total miles declared in that jurisdiction. The base jurisdiction collects the appropriate registration fees and distributes those fees to the other IRP jurisdictions.

Each IRP carrier is required to file an annual application with his or her base jurisdiction. The application lists the vehicles to be apportioned, the fleet mileage for each jurisdiction, and the declared gross weight for each jurisdiction. Mileage reported is from the previous July 1 through June 30 time period. When all fees are paid the carrier is issued a cab card, validation sticker, and license plate for each vehicle. The cab card lists all IRP jurisdictions for which the carrier has requested authority to travel and the gross weight for each jurisdiction.

Qualified carriers based in Minnesota who travel in another IRP jurisdiction must display IRP license plates or obtain valid trip permits for the jurisdictions in which they wish to operate. Registrants based in another IRP jurisdiction must have Minnesota on their IRP cab card for the correct

weight or have a valid Minnesota trip permit.

IRP registration does not exempt the carrier from any jurisdictions:

- Safety requirements
- Insurance requirements
- Operating authority requirements
- Motor fuel tax licensing and reporting requirements
- Truck size and weight requirements
- Federal Requirements

IRP carriers may engage in intrastate or interstate operation in all jurisdictions for which vehicles have been apportioned and fee paid, or for which trip permits have been obtained.

IRP participating States and Provinces:

- All US states except Alaska and Hawaii
- All Canadian Provinces
- District of Columbia

Qualified Apportionable Vehicle

A qualified IRP vehicle means any vehicle (except recreational vehicle, vehicles displaying restricted plates, city pickup and delivery vehicles, buses used in the transportation of chartered parties and government owned vehicles) used or intended for use in two or more member IRP jurisdictions and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property meeting any of the following criteria:

1. A power unit having a gross weight in excess of 26,000 pounds; or
2. A power unit having three (3) or more axles regardless of weight; or
3. A power unit used in combination with another unit and the combined gross weight in excess of 26,000 pounds;

Trucks and truck tractors and combinations of vehicles having a gross vehicle weight of 26,000 pounds or less may be proportionally registered at the option of the carrier. These vehicles may be operated interstate (vehicle movement between or through 2 or more jurisdictions) without being placed in the IRP.

A truck with a gross weight of 26,000 pounds or less and two axles should be registered in the IRP if the truck is used in intrastate travel (vehicle movement from one point within a jurisdiction to another point within the same jurisdiction) in another state or province.

Trip permits are available for occasional intrastate operation for trucks otherwise not required to be in the IRP.

Exempt Vehicles

The following types of vehicles are exempt from registering in the IRP:

- Government-registered vehicles
- Buses used for chartered parties-charter buses may be put into the IRP at the registrant's option
- Recreational vehicles
- Vehicles with restricted plates

Restricted plate is limited by geographic area, time, mileage, or commodity.

Minnesota's restricted plates include:

- Dealer plates
- In- Transit plates
- Tax Exempt government entity vehicles
- Manufacturer plates

Vehicles with restricted plates are subject to bilateral reciprocity agreements. The granting of reciprocity to a particular type of restricted plate is at the option of the host (granting) jurisdiction. The operators of vehicles with restricted plates should verify each jurisdiction's requirements.

MN base jurisdiction requirements

The criteria for basing in Minnesota is compliance in the following areas.

1. An established place of business in Minnesota meeting the following criteria:
 - Physical structure owned, leased, or rented by the carrier.
 - Physical structure shall be designated by a street number or road location.
 - Open during normal business hours.
 - Telephone publicly listed in the name of the carrier.
 - Person or persons conducting the fleet registrants business.
2. Accrue miles in Minnesota.
3. Maintain operational records in Minnesota, or make records available in Minnesota.

Minnesota residents are required to base-register in Minnesota unless they can meet the criteria for base registering in another jurisdiction. Minnesota resident owner-operators who are leased to an out-of-state carrier may base-register in the carrier's state if the owner-operator's vehicle is included as a part of the out-of-state carrier's IRP fleet.

The base jurisdiction requirements may be reviewed for compliance before the application will be processed and permanent registration issued.

The following items may be required to determine Minnesota residency. Copy of property tax or rental receipts, phone bills, Minnesota driver license, property lease agreement.

Display of Credentials: Plate/sticker/cab card

Tractors and truck tractors display one registration plate affixed to the front of the vehicle.

Single unit trucks and buses display two plates, one affixed to the front of the vehicle and one affixed to the rear of the vehicle.

Trailers display one plate affixed to the rear of the vehicle.

A valid annual registration cab card (must be original), temporary cab card (photocopy or fax is acceptable), or trip permit must be carried in the vehicle at all times.

Minnesota vehicles registered under the IRP expire at 12:01 am March 2.

An IRP registered vehicle may operate with a faxed or photocopy of temporary

for 60 days without displaying a registration plate.

The proper operating credentials will be issued upon payment of all required vehicle registration fees, taxes and compliance to Minnesota vehicle titling requirements. Please allow ample mailing time. If permanent credentials are not received within 10 days of making the payment contact the prorate office.

Review the cab cards carefully verifying accuracy of the vehicle information, weights and jurisdictions. If there is an error on the cab card contact the prorate office immediately for correction.

Heavy Vehicle Use Tax

Vehicles registered for a gross weight of 55,000 pounds or more are required to show proof of payment of the Federal Heavy Vehicle Use Tax (HVUT), as required by the Internal Revenue Service.

IRS form 2290 is used to compute and pay the tax due. This form is also used to claim exemption from the tax. Exemption is non-use of the vehicle and if the vehicle operated less than 5,000 miles per year.

The HVUT taxable time period is July through June.

Proof of payment of HVUT is required to obtain vehicle registration credentials. Proof of payment is a stamped receipted copy of the 2290 form or copy of the schedule 1 form 2290 with a copy of the front and back of the cancelled check.

New Carrier to IRP

The request to register and completed application forms may be submitted to Prorate office or to one of the authorized Deputy Registrar offices. (See appendix F for listing of Deputy Registrars Offices).

The original application consists of completion and verification of the following items:

- Minnesota resident meeting the criteria of an established place of business.
- Proof of vehicle ownership (Manufactures certificate of origin, out of state title, or Minnesota title).
- Completion of Minnesota application for title with payment of sales tax and applicable title fees.
- If previously registered in another jurisdiction, provide proof of the previous registration.
- Provide an estimate of the miles to be driven in each jurisdiction.
- Vehicle listing.
- Weights for each jurisdiction.
- IFTA registration or fuel tax exemption.
- Insurance company and policy number.
- Proof of payment of HVUT.

An account number will be assigned, please retain account number for future use and identification by the prorated office. New accounts opened in the Prorate office, Montevideo, Olivia, and St. Cloud Deputy Registrar offices will be processed immediately with an invoice generated detailing the fees due for all the IRP jurisdictions. Permanent registration credentials will be issued upon payment of the invoice.

New accounts opened at the remaining Deputy Registrar offices will receive

temporary registration operating credentials with a prepayment representing approximately 80% of the registration fees due. The documents will be submitted to the prorated office for processing, prorated office will mail an invoice detailing registration fees due for all jurisdictions. Upon receipt of payment of all fees permanent credentials will be issued.

Estimated miles

Estimated miles are used in the initial year of operation when no prior mileage history exists. The estimate must reflect an approximate calculation of the annual miles in each requested jurisdiction and based on the expected operation. An explanation is required to support and validate the estimated mileage figures, including details and statement verifying how the estimates were determined. Estimates must be reasonable in the overall context of the carrier operation.

If mileage history exists for the fleet of vehicles that mileage must be reported. Carriers unable to determine a reasonable and justifiable estimate may use a standard estimate chart. This chart is a mileage average from all Minnesota registered carriers.

Other operating requirements for motor carriers.

- USDOT Number required to be displayed on the vehicle
- SSRS operating authority
- Annual safety inspection
- Vehicle safety requirements
- Properly secured load
- Valid driver license
- Driver qualifications, health card & medical certificate
- Proof of vehicle insurance
- Daily log book

- Hazardous material placards and credentials
 - Emergency equipment
- For further information request a copy of the Minnesota Trucking Regulations Handbook.

Renewal registration

Minnesota prorated registrations expire 12:01 am on March 2. Minnesota does not have a registration grace period meaning new cab card and validation sticker must be displayed by midnight March 1.

Steps to follow to renew registration

Minnesota carriers will receive the IRP renewal packet the end of November. To ensure timely processing we request that the renewal be submitted for processing by January 10. Renewals will be processed in the order received. The application will be processed and an invoice generated detailing the fees due. Early filing does not require early payment.

The renewal packet will contain:

- Special instructions outlining information the carrier will need to complete their registration;
- Preprinted Schedule "A/E" listing registrant and vehicle and weight information;
- Schedule "B" to report annual actual mileage. Report miles traveled in all jurisdictions by all vehicles registered in the fleet the prior July through June.
- IFTA renewal material

Carriers who file an IFTA return will receive a mileage schedule containing the mileage information from the IFTA returns for the July through June IRP mileage reporting

year. Review this carefully for accuracy and make any necessary changes.

If no miles were operated in a jurisdiction but anticipate or request IRP registration in that jurisdiction an estimate is required.

Second Year Estimates

A registrant who estimated miles in a jurisdiction and did not accrue any miles in that jurisdiction the first year may estimate miles for a second or subsequent year. However, second or subsequent year's estimates are not included in total fleet miles, and will result in registration fee payments in excess of one hundred percent (100%). Second year mileage estimates will result in a higher registration fee.

We ask that the carrier verify name and address information and make necessary corrections on the Schedule A/E. Vehicle equipment information should also be verified including gross weight information listed on the Schedule A/E. Any corrections, additions, or deletions should be made on the Schedule A/C.

Reduced Operations

If a carrier drops a jurisdiction in which miles were traveled in the previous registration year, mileage for the dropped jurisdiction must be reported but is not included in the fee calculation.

For example, carrier operated 10,000 miles in each of the states of Minnesota, North Dakota, South Dakota, and Iowa, total mileage would ordinarily be 40,000 miles. The percentage would be twenty-five

percent (25%) for each state. If the carrier ceased operations in Iowa, Iowa's mileage would be dropped from the mileage calculation. The remaining three states would be recalculated at thirty-three percent (33%) each, (10,000/30,000.)

If operations resume in Iowa, actual mileage for Iowa for the previous year would be used. This would be treated as an added jurisdiction, and the other states' percentages would not be affected. The Iowa percentage would be 10,000/40,000 or twenty-five percent (25%).

Renewal Registration Partial Pay Option

Partial payment is the payment of Minnesota registration tax in installments. The minimum amount to qualify for Partial Pay is \$400.00 per fleet before apportionment. To qualify for partial pay the account must have at least one vehicle with a weight at or above 45,000 pounds. The first installment is 1/3 of the Minnesota tax and cab cards fees, plus all out-of-state fees.

The second installment is due May 1 and is 1/3 of the Minnesota registration. The third installment is due September 1 and is the final 1/3 of Minnesota registration.

A surety bond, certificate of deposit or letter of credit equal to the amount of the last two installments is required with the initial payment.

Cab Cards and stickers will be issued upon receipt of a bond, letter of credit or certificate of deposit covering the May and September tax liability and payment of the first installment amount (all out of state fees and 1/3 of Minnesota fees)

A written partial pay request is required with the renewal application. Partial pay application due date is December 31st.

Partial Pay Timelines

Renewal Request	December 31
New Accounts	April 1
1 st installment due	March 1
2 nd installment due	May 1
3 rd installment due	September 1

According to state statute late applications will not qualify for partial pay.

Penalty

Failure to remit an installment on or before the due date a penalty is assessed. The partial pay penalty is \$1.00 per day, per vehicle, for the balance of the registration month. On the first day of the following month the penalty becomes \$4.00 per month, per vehicle, until the balance is paid. The Prorate plates are suspended and the vehicle shall not be used on public streets or highways until the remaining tax due is paid in full. If any installment is more than 30 days late, the carrier will not be allowed to partial pay the following year.

Record Retention:

The registrant must keep mileage records and supplemental documentation on file for four years after the close of the registration year. That is, information to support vehicles registered in the 2001 registration year would be retained until 2005.

Supplemental applications

Changes to an account after renewal, requires the filing of a supplemental application.

Types of supplemental transactions are:

- Add vehicle
- Delete vehicle
- Add/Delete vehicle
- Add jurisdiction
- Increase /decrease gross weight
- Close or cancel IRP account

Supplemental applications can be processed through the prorated office in Mendota Heights (walk in or mail), faxing application to the prorated office, or any of the prorated deputy registrar offices.

Carriers who walk in to the Mendota Heights office will receive an immediate invoice and upon payment of all fees and taxes will receive the permanent registration credentials.

Carriers submitting applications via mail, fax, or to a prorated deputy registrar office will receive a 60 day temporary registration cab card valid for immediate operation.

Add vehicle

- Complete schedule A/E detailing vehicle information
- Submit supporting documents verifying proof of vehicle ownership with appropriate sales tax and title fees. Registration fees will be calculated from the month of vehicle addition unless there is a break in the registration months.

Add/delete vehicle, (Plate to Carrier)

Plate and sticker from the deleted vehicle can be transferred to the added vehicle for same type vehicles: TT to TT and TK to TK. Semi-trailer plates are not transferable. Plates are also not transferable from other fleets or from other accounts. Except at time of renewal registration.

- Return cab card for the deleted vehicle.
- Complete schedule A/E detailing vehicle information
- Submit supporting documents verifying proof of vehicle ownership with appropriate sales tax and title fees.

Credit from the deleted vehicle will be used towards the fees of the added vehicle. It is normally a monetary benefit to add and delete vehicles on the same supplement rather than add and delete on different transactions. See appendix G for table on each jurisdiction's credit policy.

Delete vehicle

- Completion of schedule A/E
- Return of license plate, sticker, and cab card
- Credit for deleted vehicles begins the month following the month the credentials are returned.

Deletion credit will not be given on any vehicle unless the license plate is returned at time of filing the supplement or application filed verifying status of plates, sticker and cab card.

- a) if a vehicle or vehicle license plate has been stolen, we will need a copy of the police report
- b) if a vehicle has been in an accident and plates are not recovered, a copy of the accident report, or report from Insurance Company

OTHER STATES CREDIT

Any questions regarding deletion credit from other jurisdiction should be directed to the Central Prorate Office. (651-405-6161). To receive the maximum amount of credit the addition and deletion of a vehicle should be completed on the same supplement. Credit policies for the other states vary for different types of transactions. See appendix G for other states credit policy.

Add jurisdiction

- Complete schedule A/E
- Weight for added jurisdiction
- Estimate of miles for added jurisdiction

An added jurisdiction will be added to all vehicles in the fleet. Mileage estimates for an added jurisdiction must be based on anticipated travel in that state for the remaining months of the registration year. Generally, mileage should be estimated as if operations were for a full year.

See Appendix A for added jurisdiction sample fee computation

Gross Vehicle Weight changes

- Complete Schedule A/E listing the vehicles being changed
- Indicate the new weight code with weights for each jurisdiction.
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A supplement to increase or decrease the gross weights cannot include any other type of transaction. Example, vehicles cannot be added on a weight change supplement.

Minnesota will issue a new weight validation sticker for Minnesota weight changes.

The gross weight may be increased any number of times throughout the year. The weight may be decreased

any number of times throughout the year. Note, only once during the year will a credit be given for a Minnesota weight decrease.

Minnesota temporary weight increase over 80,000 pounds

Weight increases under 80,000 are permanent weight increases. Only weight increases over 80,000 pounds are allowed on a temporary basis. A carrier may increase the gross weight of a vehicle in Minnesota for a 30 to 90day period. A registration receipt will be issued verifying the weight increase over 80,000 pounds. This receipt must be carried in the cab of the vehicle in addition to the overweight permit issued by Minnesota Department of Transportation. No permanent cab card is issued. Weight increase fee is \$4.19 per ton per month and rounded to the nearest dollar. Example the fee for an 8,000-pound weight increase for 1 month is: \$4.19 times 4 ton = \$16.78 rounded to \$17.00

Cancel and IRP account

- Complete schedule A/E
- Turn in all plates, stickers and cab cards

The remaining Minnesota portion of registration fees will be refunded upon request. Refund will be issued upon receipt of final IFTA fuel tax return and verification of no outstanding registration tax liabilities.

Duplicate Plates/Stickers/ Cab Cards

If plates, stickers, and/or cab cards are lost, stolen, destroyed, etc, an application requesting replacements is required (form PS2067).

See Appendix to determine fees for replacement of the plates, stickers, and/or cab card.

Invoice Billing Notice

After the supplement has been processed, two copies of invoice will be mailed. This will include fees due to all IRP jurisdictions. Please return one copy of the bill with the payment of the total amount now due and retain a copy for your files. Please remit one check made payable to the Driver and Vehicle Services Division. The State of Minnesota will then remit applicable fees to each IRP jurisdiction for all fees due from Minnesota based carriers.

Contact the prorate office if interested in paying invoice using ACH debit.

Fees Shown on the prorate invoice

1. **Base jurisdiction percentage** - percentage of Minnesota miles in fleet including any reciprocity miles.
2. **Base registration taxes** - total Minnesota base tax fees due for all units on supplement.
3. **Minnesota change/deletion credit** Minnesota credit from vehicles on supplement being deleted or weight being decreased.
4. **Cab card fees** - there is a \$5.00 fee for each power unit cab card.
5. **Filing fee** - a \$7.00 filing fee is charged per application (renewal, new account, additions, deletions, weight increases, weight decreases add states, and duplicate plates/stickers/cab card).
6. **Subtotal Minnesota fees and taxes** - total of base registration tax, cab card fees, filing fees and penalties, if any.
7. **Amount due foreign jurisdictions** Total from the second page for registration fees due to other jurisdictions.

8. **Registration credit**- credit given from Minnesota registration in the "y" class or farm class for vehicles changing to the prorate class. Credit given only if plates are returned for credit.
9. **Overpayment credit** – credit from a prior overpayment on a specific application, or an overpayment credit brought forward from a previous application. This overpayment credit (unlike deletion credit) may be applied to either Minnesota fees, or any out-of-state fees.
10. **Prepay amount** - amount of registration tax paid at time of application.
11. **Adjustments** – administrative adjustment to correct an error.
12. **Available over payment credit** -- remaining credit due resulting from an overpayment. Overpayment credit will be carried forward to any following application unless a refund request form (Claim for Motor Vehicle Refund Form (PS2511), which accompanies the billing, is signed and returned.
13. **Available change/deletion credit** remaining tax credit for Minnesota and all other jurisdictions that allow credit for deleted vehicles. This is not all Minnesota tax. Some states will not allow tax credit to carry forward. Tax credit from those states may be lost on subsequent supplements. See appendix for each states credit policy.
14. **Amount due** -- Fees are due upon receipt of the billing notice. This amount includes fees for all IRP jurisdictions.

Delinquent fees

Supplemental invoices fees are due upon receipt of the billing notice. Any question regarding fees should be referred to the Prorate Office immediately upon receipt of the billing notice. There is no grace period in

which to pay license and registration fees.

A warning letter will be mailed if the fees are not received within 30 days of the billing date. A suspension will result if the fees remain unpaid 45 days from the billing date. No further authority will be granted to an account until all delinquent registration fees are paid.

Mileage Record Keeping Requirements

The maintenance of mileage and fuel records is a requirement of the IRP and IFTA programs. Mileage and fuel records are needed to ensure proper tax distribution among states/provinces. The carrier and driver are responsible for maintaining vehicle trip reports, which record by state/province every mile driven and every gallon of fuel, put into the licensed power unit.

Vehicle Trip Report

A "Trip Report" is the source document completed by the driver that records in detail the vehicle miles traveled and fuel purchased. These reports are used when completing the annual IRP registration renewal and the quarterly IFTA fuel tax returns.

The IRP and IFTA programs require that the vehicle mileage and fuel trip report contain the following items:

1. Date of trip (starting and ending).
2. Trip origin and destination.
Destination is considered the furthestmost point from the trip origin.
3. Routes of travel.
4. Beginning and ending odometer or hubodmeter reading of the trip.
5. Total trip miles.

6. Mileage by state/province (determined by state line odometer reading or route of travel).
7. Unit number or vehicle identification number.
8. Vehicle fleet number.
9. Registrant's name.
10. Driver signature or name

IFTA requires a record of the fuel purchased and used by each IFTA licensed vehicle. To obtain credit for tax paid purchases, a receipt or invoice, credit card receipt or automated vendor-generated invoice must be kept showing evidence of fuel purchases.

Receipt content:

1. Date of purchase.
2. Seller's name and address.
3. Number of gallons or liters purchased.
4. Fuel type.
5. Price per gallon or liter or total amount of sale.
6. Unit numbers.
7. Purchasers name (in case of a lessee/lessor agreement, receipts will be accepted in either name, provided a legal connection can be made to reporting party).

Fuel receipt alterations or erasures will void the receipt.

IRP and IFTA require each carrier to maintain a monthly summary of miles traveled and fuel purchased for each vehicle.

Monthly totals for the following items are required for all vehicles in the fleet:

1. Miles driven by state/province.
2. Fuel purchased by state/province.
3. Total mileage driven.
4. Total fuel purchased.

IFTA Retention Requirement

Records used to support the information reported on the fuel tax returns (miles and fuel purchases) must be retained for four years from the filing date of the return.

IRP Retention Requirement

Mileage records used to support the information reported on the annual renewal are required to be retained for three years after the close of the registration year.

Audit

As a member of the IRP, Minnesota is required to audit 15% of the Minnesota carrier base every 5 years. The purpose of an IRP audit is to verify the mileage data reported on the annual renewal registration application.

A Minnesota auditor, representing all the IRP jurisdictions, conducts the IRP audit. Prior to conducting the audit, a Minnesota auditor will contact the carrier by telephone and letter to arrange an acceptable date to begin the audit. The auditor will outline the audit time period and the records needed for review. If records are not located or made available for audit in Minnesota, the auditor's travel expenses will be billed to the carrier upon completion of the audit.

At the beginning of the audit, the auditor will meet with the licensee to determine background information, mileage reporting methods, over view of the mileage accounting system and records for review.

The audit emphasis will be placed on the mileage accounting system to assure that all vehicle mileage activity was reported. In performing the audit, the auditor will add the twelve monthly fleet recaps and compare the total with

the yearly recap and mileage reported on the annual renewal application. Next the auditor will review no less than three months of trip reports to determine accuracy of miles reported. The auditor will compare miles reported to miles determined by routes of travel and/or odometer readings. If discrepancies are found an audit adjustment factor will result. The audit adjustment factor that results from the sample vehicles audited will be used to determine a tax liability or tax refund.

An exit conference will be held with the carrier to explain any audit adjustment results and future reporting practices. An audit report will be mailed to the carrier when the written copy of the audit is prepared.

Rights to appeal

A carrier may appeal an administrative action or audit finding by making a written request for a hearing within 30 days after the notice of the finding. The written request must contain documentation and information contrary to the administrative action or audit finding. If a hearing is not requested within 30 days the original finding is final.

Minnesota Titling Requirements

All vehicles owned by Minnesota residents or Minnesota based carriers including new vehicles, transfers of ownership require an application for a Minnesota title. The documentation required with the title application is

- New vehicle: a Manufacturer's Certificate of Origin, with all assignments and transfers completed and signed.
- Minnesota title transfer: a previous Minnesota title with all transfer assignments signed with lien release if applicable

- Vehicle titled in another state:
Out-of-state title with all transfer assignments signed with lien release if applicable.

Listed below are the fees to be submitted with the title application:

Type	<u>FEE</u>
1. Title Fee	\$2.00
2. Lien (secured party)	\$2.00
3. MV Transfer Fee*	\$4.00
4. Vehicle fee	\$3.50
5. Late Transfer*	\$2.00 after 10 days
6. Filing service fee	\$7.00
7. Sales tax*	6.5 % of mileage %
8. Duplicate title	\$4.00 + \$7.00 filing

*MV transfer fee not required if owner is a Dealer or Leasing Company

*Late transfer fee does not apply to vehicles being held for resale by a dealer.

*Sales tax exemptions refer to back of title application for list of exemptions.

Operation Types

Registration of Owner-operator vehicles

Options of IRP registration for owner-operators are:

1. Owner operator as registrant.
Owner operator (owner and lessor of the vehicle) may obtain IRP vehicle registration and registration is in the owner operator's name. Registration fees will be determined by the

mileage records of the owner operator (lessor). The license plates and cab card will be the property of the owner-operator (lessor), and may list both the owner operators name and the name of the carrier as lessee.

2. Vehicle registered by Lessee (carrier). Vehicle is registered by the lessee, and owner operator recorded as the lessor (owner). The mileage records of the carrier not the owner operator will determine registration fees. The license plates and cab card shall be the property of the lessee (carrier) and may reflect the owner-operators name as lessor (owner) and the carriers name as lessee. If the owner operator leaves the fleet of the lessee, the lessee will proceed with the vehicle withdrawal procedures (vehicle replacement supplement or deletion supplement).

An owner operator requests registration in Minnesota but is unable to comply with the provisions of an Established Place of Business the following is required.

1. Minnesota street address, city and Minnesota telephone number allowing us to contact the owner-operator.
2. Minnesota physical location where mileage records are available for review.

Leased Vehicles -Trip Leasing

1. An apportioned operator may temporarily lease equipment to another apportioned fleet operator and the lessor shall be responsible for reporting miles traveled by the leased equipment. The lessee shall be the person using and operating the equipment by the lease agreement. The leased vehicle must display apportioned credentials and be operated only in the jurisdictions to which fees have been paid or a temporary registration trip permit will be required.

2. An apportioned vehicle may be leased to a non-apportioned carrier. The registrant of the apportioned vehicle shall be responsible for reporting the mileage traveled by the leased equipment. The leased vehicle must display apportioned credentials and can be operated in the IRP jurisdictions if fees have been paid and jurisdiction shown on the cab card, otherwise a temporary registration trip permit is required.

HOUSEHOLD GOODS CARRIERS

Household goods carriers, using equipment leased from service representative, may elect to base such equipment in the base jurisdiction of the service representative, or that of the carrier.

Service representative is one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract to a carrier for transportation of property by a household goods carrier.

Registration procedure by service representative based in Minnesota.

1. Vehicles will be registered in the service representative's name and the household goods carrier shall be indicated as lessee.
2. Apportionment of fees shall be according to the combined mileage records of the service representative and those of the household goods carrier.
3. Records must be kept or made available in the service representatives base jurisdiction.

Registration Procedure for household goods carrier based in Minnesota

1. Vehicles will be registered by the household goods carrier and the service representative shall be designated as lessor.
2. Apportionment of fees shall be according to the mileage records of the carrier and the service

representative and include intrajurisdiction miles operated by the vehicles.

3. Records must be kept or made available in the base jurisdiction of the carrier.
4. Service representatives are required to be fully registered for operations under their own authority as well as under the authority of the carrier.

Registration procedure for vehicles owned and operated by owner-operators (other than service representatives) and used exclusively to transport cargo for household goods carrier.

1. Vehicles shall be registered in base jurisdiction of the household goods carrier.
2. Registration will list owner operator as lessor and carrier as lessee.
3. Apportionment of fees according to mileage records of the household goods carrier.

Motor Bus Apportionment

Common carriers of passengers are required to obtain apportioned registration unless the bus is used exclusively for charter operations.

The apportionment of registration fees shall be based on the relationship of base jurisdiction miles versus total miles operated.

The registrant is required to file an application for apportioned registration with the base jurisdiction listing buses assigned in pools.

Total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destinations of the scheduled pool.

After determining the total miles, in jurisdiction mileage percentage factor

shall be derived by dividing the total miles in the in-jurisdiction miles.

Miles generated outside the designated pool are deemed to be reciprocity miles and the base jurisdiction may add such miles to the base jurisdiction's mileage percentage.

REGISTRATION OF RENTAL VEHICLES

Definitions:

Rental Owner- An owner principally engaged in renting one or more rental fleets to others or offering for rental the vehicles of such fleets, with or without drivers.

Rental Fleet- Vehicles that are rented or offered for rental with or without drivers, and which are designated by a rental owner as a rental fleet.

Rental Vehicle - A vehicle of a rental fleet.

Renting & Leasing - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

Rental Transaction - The rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental Vehicle Base Jurisdiction - The jurisdiction from or in which the vehicle is most frequently dispatched, garaged, serviced, maintained, operated or otherwise controlled. Rental fleets owned by any person or firm engaging in the business of renting such vehicles shall be extended full interjurisdiction and intrajurisdiction privileges when:

1. Operational records of the fleet are maintained by the owner rental company.
2. Vehicles are a part of a rental fleet, which are identifiable as being a part of such fleet.

3. Rental company has received approval from the jurisdiction to apportion such rental Fleet.
4. Vehicles are registered in accordance with Rental Article XI of the IRP.

The rental owner has the option of licensing a rental fleet in the name of the rental owner rather than in the name of each individual lessee.

Rental fleets of tractors, trucks, and truck tractors

Registrants engaged in the business of renting and/or leasing such apportionable vehicles with or without driver are required to obtain apportion registration and pay registration fees based on mileage in all jurisdictions. Registrant is required to follow IRP registration procedures.

Rental Trailers and Semi-trailers by allocation (pool fleets)

Registrants engaged in the business of renting or leasing trailers and or semi-trailers in pool fleets in more than one jurisdiction shall prepare and maintain monthly and yearly records that will reflect gross revenue earned in each jurisdiction where such trailers are rented.

In addition registrant shall prepare and maintain monthly inventories of each vehicle owned and /or operated. The inventories shall be taken on or as near as possible the first day of the month. If equipment is added to the fleet after the first day of any licensing year, the same percentage used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in each jurisdiction during a particular quarter.

A listing of license number and dates purchased each year is required and maintained for review.

**Rental Utility Trailers by Allocation
(under 6,000 pounds gross vehicle weight)**

Registrants engaged in the business of renting or leasing utility trailers under 6,000 pounds gross vehicle weight and under, in more than one jurisdiction shall register a number of trailer equal to the average number of such trailers rented in or through the jurisdiction during the preceding year.

The owner of such trailers shall allocate and register in each jurisdiction during the renewal period of each registration year. The number of trailers equal to no less than the average number of such trailers rented in or through each jurisdiction during the preceding year. If equipment is added to the fleet after the first day of any licensing year, the same percentage used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in each jurisdiction during a particular quarter. A listing of license plate number and dates purchased and/or renewed must be prepared and maintained and subject to review.

Rental One-Way Vehicles by Allocation

Registrants of trucks less than 26,000 pounds gross vehicle weight operated as a part of an identifiable one-way fleet will allocate vehicles to the respective jurisdiction based on mileage factor and fully plate said allocated vehicles in such jurisdiction. These vehicles will be allowed to perform both interjurisdiction and intrajurisdiction movement in all jurisdictions.

Example of mileage factor allocation; Fleet A consisted of 50 vehicles and fleet traveled 1,000,000 total miles during the preceding year in 10 jurisdictions. 1000,000 of those miles

were traveled in Jurisdiction X. 10% of the fleet mileage was accrued in X. $10\% \times 50$ equals 5 vehicles. 5 vehicles would be allocated to and fully plated in jurisdictions X.

If equipment is added to the fleet after the first day of any licensing year, the same percentage used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in each jurisdiction during a particular quarter. A listing of license plate number and dates purchased and/or renewed must be prepared and maintained and subject to review.

Rental Passenger Cars

This provision of the plan requires the use of revenue rather than total distance in determination of the quotient to be used in registering rental passenger cars. To determine the percentage of total fleet vehicles that shall be registered in a jurisdiction divide the gross revenue in the preceding year for use of such rental vehicles arising from passenger car rental transaction occurring in the jurisdiction by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all jurisdictions. The resulting percentage is applied to the total number of passenger cars in the fleet and that figure is the number of rental passenger cars that are fully registered in each jurisdiction.

Permits

Hunters Permit

A hunter's permit is a permit issued to an owner-operator who terminates a lease with a Minnesota based carrier and has to surrender the apportioned license plate and cab card to the carrier. The hunter's permit enables a vehicle or combination of vehicle to use the highways for the purpose of locating a new job.

The hunter's permit is valid for vehicles operation at empty weight only, and is non-transferable from vehicle to vehicle.

The hunter's permit is carried in the cab of the vehicle.

The cost of the hunter's permit is \$5.00 and is valid for 10 days.

Temporary Registration Trip Permit

Temporary registration trip permits are issued in place of apportioned registration for occasional trip to Minnesota. Trip permits may not be issued to avoid apportioned registration.

The Minnesota trip permits are valid for a period of 5 consecutive days the cost is \$15.00. The permit is valid for intrajurisdiction and intrajurisdiction movement. In addition the permit is valid for multiple trips in and outside of Minnesota as long as the trips are within the 5-day period.

The trip permit is available from the Prorate office, Minnesota Deputy Registrars', Comdata and Iowa Office of Motor Carrier Services.

Over Dimension Over Weight Permits

If the load carried exceeds the Minnesota legal maximum of height, length, width, or weight, the carrier must qualify for a permit to haul this load, if the qualification criteria is met then an application is required with applicable fees. The permit is issued by the Minnesota Department of Transportation at (651) 405-6000.

Any questions regarding limits and qualifications for these permits should be directed to that section.

Appendix A

HOW FEES ARE APPORTIONED

The total fee for each apportioned registration is determined by the percentage of miles traveled in each IRP jurisdiction and each jurisdiction's fee schedule. The following is a sample of how the registration fees of a Minnesota based truck-tractor are calculated:

The tractor is operated in Minnesota, Wisconsin, Illinois, and Iowa. Total mileage for all 4 states is 100,000 miles. The registered gross weight for all is 80,000 pounds. The carrier may elect different gross weights in different jurisdictions.

STATE	MILEAGE	PERCENTAGE OF TOTAL	FULL YEAR FEE PER STATE	APPORTIONED FEE Full year fee times mileage %
Minnesota	20,000	25%	\$1,760.00	\$440.00
Wisconsin	20,000	25%	\$1987.50	\$496.88
Illinois	20,000	25%	\$2790.00	\$697.50
Iowa	20,000	25%	\$1695.00	\$423.75
Total	80,000	100.0%		\$2058.13

Mileage percentage is determined by dividing each states miles into the total fleet miles that result is the mileage percentage. Mileage percentage is then multiplied by the full year registration fee for each state.

In the above example, Minnesota would collect \$ 440.00 in registration taxes, plus a five-dollar (\$5.00) cab card fee for each power unit. Minnesota would send the remaining \$1618.13 to the other states. Other IRP jurisdictions will be collecting fees from their carriers for Minnesota.

Added jurisdiction sample fee computation

Original

STATE	MILEAGE	PERCENTAGE OF MILES	REGISTRATION FEE	APPORTION FEE
Minnesota	50,000	50%	\$1760.00	880.00
Wisconsin	25,000	25%	\$1987.50	\$498.88
Illinois	25,000	25%	\$2790.00	\$697.50
Total	100,000	100%	Paid Previously	\$2076.38

Adding State of Iowa

STATE	MILEAGE ESTIMATE	PERCENTAGE OF MILES	REGISTRATION FEE	APPORTION FEE DUE
Iowa	1,000	1.1%	\$1695	\$18.65

New mileage = 101,000 at 101.1%

Appendix B

Duplicate Plate Sticker Cab Card Fee Chart

Type of transaction	Tractor Single Plate	Truck/Bus Double Plate	Trailer Single Plate
Initial Plate Fee	\$2.00	\$3.00	\$2.00
Duplicate Plate fee with cab card	\$3.00	\$4.00	\$3.00
Duplicate sticker fee with cab card	\$1.50	\$1.50	\$1.50
Duplicate plate fee without cab card (only at time of renewal)	\$2.00	\$3.00	\$2.00
Duplicate cab card only	\$1.00	\$1.00	\$1.00
Corrected cab card	\$1.00	\$1.00	\$1.00

Duplicate sticker fees are \$.50 per issuance, if both the weight and validation sticker require replacement the fee is \$.50. The duplicate sticker fee is not collected when duplicate plates are needed. The cost of the validation stickers is included in the duplicate plate fee.

Appendix C

TEMPORARY AUTHORITIES VIA FAX

Fax Number (651) – 405-6168

Telephone Number (651) – 405-6161

The Prorate office will issue Temporary Authorities (TA) for registration of a vehicle via the fax machine. This document will allow the carrier to operate in all IRP jurisdictions the carrier is registered for until permanent registration credentials are issued (plate, sticker, and cab card). Minnesota also allows "Plate to Carrier". A carrier can transfer a plate when deleting and adding vehicles on same supplement. Therefore, a carrier may fax to the Prorate office an add/delete supplement, place the validated plates from the deleted vehicle to the added vehicle and travel with a Temporary Authority.

Please read these instructions carefully. TA's that do not meet the criteria will be rejected. All information is required to be legible to ensure proper issuance of credentials.

Acceptable Transactions on the FAX

- Add vehicles
- Add/Delete vehicles
- Add States
- Increase Gross Weight
- New Accounts
- Duplicate plate, stickers and cab card

Cover Sheet

A fax cover sheet (Available on the website www.dps.state.mn.us, under Driver and Vehicle Services, forms, motor carrier) is required with all supplements. The cover sheet must indicate the carrier's name and account number, fax number, what is being requested, and if the owner will be applying for a Minnesota title. Note: Minnesota residents are required to apply for a Minnesota title, pay sales tax and title fees.

Supplement Form

A completed supplement form is required for all transactions. This form should include the carrier's: account and fleet number, name, address, telephone number, fax number, and signature. The following vehicle information is required: unit number, year, make and type of vehicle, complete vehicle identification number, gross registered weight, empty weight, weight group the vehicle is assigned, date of purchase, purchase price and full name, date of birth and address of the owner.

Proof of Ownership

Proof of ownership is required for all vehicles added to the fleet. Proof of ownership includes: copies of the front and back of the Manufacturers Statement of Origin, out of state or Minnesota title with transfer of ownership, or other pertinent documentation required to title or register a motor vehicle. For additional information on what is acceptable as proof of ownership contact our office.

Supplement Documentation Requirements

Add/Delete or Add Vehicle Supplement

- Complete a supplement form with all vehicle information specified above.
- Proof of ownership for all vehicles added to the fleet.
- Proof of paid Heavy Vehicle Use Tax (HVUT). HVUT is required for vehicles registered in any state over 54,999 lbs. Proof of paid HVUT is not required on new purchases.

Indicate if the supplement is a plate transfer or if a new plate is needed. If the transaction is a plate transfer, the plate number and sticker number of the deleted vehicle is required.

Add State Supplement Transaction Requirements

- Completed supplement form indicating the states that are being added to the account.
- Estimate of mileage for the remainder of the registration year for the added states.
- Gross vehicle weight for each weight code for the added states.

Note: This transaction affects all vehicles in the fleet.

Increase Gross Weight Requirements

- Completed supplement form listing current weight group number for the vehicle(s).
- New weight group indicating the new weights for all states on the fleet.

Note: This transaction can be done per vehicle or for all vehicles in the fleet. It is important to indicate which vehicles are changing weights.

New Account Requirements

- Completed supplement form with all vehicle information.
- Proof of ownership for all vehicles.
- Proof of paid Heavy Vehicle Use Tax (HVUT). HVUT is required only for vehicle registered in any state over 54,999 lbs. HVUT is not required on a new purchase of a vehicle.
- Estimate of mileage for all states where travel is anticipated.
- Gross vehicle weight for all requested states.
- Insurance company's name and policy number.

Duplicate Plate, Stickers and Cab Card

- Complete an application for duplicate plate, sticker and cab card.
- Mail the application and fees to the Mendota Heights Prorate Office or submit the application and fees to a Prorate deputy registrar.

Required Items with Invoice Payment

- Submit Minnesota title documentation, sales tax, title fees, license plates and cab cards for deleted vehicles with payment of the supplement invoice. Cab cards will not be issued until the title documentation is received.

Temporary Authorities Policy

- The Prorate office reserves the right to limit the number of TA's for vehicles, to 6 per day per carrier.
- TA's will not be issued to an account that is in a delinquent or suspended status.
- TA's will be processed in the order they are received. TAs received after 2:00 PM may not receive same day service.

Appendix D

Reciprocity

Summary of the Minnesota Reciprocity Law

Every owner (or operator) of a truck, tractor, or truck-tractor operated interstate, and licensed or registered in a state, district, territory or province which requires Minnesota owners (or operators) of a truck, tractor, or truck-tractor to pay a motor vehicle privilege tax, license, or fee, shall pay a like tax, license, or fee to the State of Minnesota before operating such truck, tractor, or truck-tractor upon the streets or highways of Minnesota.

The tax, license, or fee required to be paid the State of Minnesota shall be paid to the registrar in advance of entering the State of Minnesota and upon payment of such tax, license, or fee, the registrar shall issue a receipt and permit therefore, which receipt and permit shall be carried and displayed in the truck, tractor, or truck-tractor while the same is in operation within the State of Minnesota.

Minnesota may enter into reciprocity agreements with states or provinces subject to the following conditions:

1. That equal privileges are granted Minnesota residents while in that state or province;
2. That the non-resident vehicle displays current and proper license plates;
3. Reciprocity is not extended for the operation of a passenger car or house trailer when the non-resident owner is gainfully employed in Minnesota on the same job for a period of six months or more while temporarily residing in Minnesota;
4. Reciprocity is not extended for any intrastate operations;
5. Reciprocity is not extended to a truck, truck-tractor, or semi-trailer if:
 - a) it has a zone type limited operation license (urban);
 - b) tax is paid in the home state on a mileage basis; or
 - c) the gross weight exceeds the gross weight for which it is registered in its base state;
6. such agreement may provide for the payment of a tax or fee the same as or equivalent to that required of Minnesota residents by the non-resident's state of residence for similar operation, and in such cases a receipt and permit must be obtained from the registrar.

Commercial type vehicles owned by non-residents owning or operating circuses, carnivals, or similar amusement attractions or concessions are not eligible for reciprocity because of the intrastate nature of the operation such operations shall secure a permit and pay a fee proportionate to the number of months in Minnesota.

Reciprocity privileges may be withdrawn from any person, corporation or association at the discretion of the registrar.

Vehicles operating under reciprocity are subject to all other laws applicable to vehicles owned by Minnesota residents.

Appendix E

Reciprocity Agreements with Border Jurisdictions

Minnesota has reciprocity agreements with the following border jurisdictions. These agreements allow Minnesota-plated vehicles to travel a limited distance into a border state without needing an IRP or IFTA license.

Jurisdiction	Registration	Fuel Tax
Iowa	<ul style="list-style-type: none">▪ Farm registered vehicles▪ Chartered and School Buses▪ Dealer , Transporter, In-transit permits	<ul style="list-style-type: none">▪ Vehicles operated within 30 miles of the border.▪ State or any political subdivision vehicles▪ Buses used in the transportation of pupils.
South Dakota	<ul style="list-style-type: none">▪ Vehicles operated within 20 miles of the border	<ul style="list-style-type: none">▪ None
North Dakota	<ul style="list-style-type: none">▪ Vehicles operated within 20 miles of the border.▪ Farm registered vehicles for the western half of Minnesota and eastern half of North Dakota. (call for specific location)	<ul style="list-style-type: none">▪ Vehicles operated within 20 miles of the border.▪ Farm registered vehicles▪ State or any political subdivision vehicles.▪ Buses used in the transportation of pupils.
Wisconsin	<ul style="list-style-type: none">▪ Vehicles operated within 30 miles of the border.▪ Chartered and School Buses▪ Dealer , Transporter, In-transit permits.	<ul style="list-style-type: none">▪ Vehicles operated within 30 miles of the border.▪ State or any political subdivision vehicles.▪ Buses used in the transportation of pupils.
Manitoba	<ul style="list-style-type: none">▪ None	<ul style="list-style-type: none">▪ None

PRORATE DEPUTY REGISTRAR OFFICES

CENTRAL OFFICE *

Dept of Public Safety
1110 Centre Pointe Curve
Ste 425
Mendota Heights, MN 55120
(651) 405-6161
Fax (651) 405-6168
888-472-3389
8:00 to 4:30 M-F

ALBERT LEA *

Deputy Registrar #4
PO Box 1147
411 S. Broadway
Albert Lea, MN 56007
(507) 377-5126
Fax (507) 377-5175
8:00 to 5:00 M-F
3:00 Cut-off Prorate

BEMIDJI

Deputy Registrar #6
505 Bemidji Ave Ste 1
Bemidji, MN 56601
(218) 759-4148
Fax (218) 759-8352
8:00 to 4:30 M-F
4:00 Cut-off Prorate
Prorate by appointment only
NO RENEWALS

BRAINERD *

Deputy Registrar #7
15 Washington Ste. 1
Brainerd, MN 56401
(218) 829-3863
9:00 to 5:00 M-F
4:00 Cut-off Prorate

CROOKSTON *

Deputy Registrar #8
Polk County License Ctr
Atten: Mary
612 No. Broadway, Suite 207
Crookston, MN 56716-1452
(218) 281-5423
Fax (218) 281-3801
8:00 to 4:30 M-F
Prorate by appointment only
NO RENEWALS

DETROIT LAKES

Deputy Registrar #36
829 Lake Ave.
Detroit Lakes, MN 56501
(218) 846-7308
Fax (218) 846-7329
8:00 to 4:30 M-F
3:30 Cut-off Prorate
NO RENEWALS

FAIRMONT

Deputy Registrar # 9
204 Lake Avenue Ste. 204

Fairmont, MN 56031
(507) 235-3335
Fax (507) 235-8825
9:00 to 5:00 M-F
4:00 Cutoff Prorate
NO RENEWALS

FERGUS FALLS *

Deputy Registrar #11
Courthouse
121 W Junius
Fergus Falls, MN 56537
(218) 739-2271 Ext. 218
8:00 to 5:00 M-F
4:00 Cut-off Prorate
NO RENEWALS

GRAND RAPIDS *

Deputy Registrar #40
401 11th St. SE
Grand Rapids, MN 55744
(218) 326-4225
Fax (218) 326-8447
8:30 to 4:30 M-F
3:00 Cut-off Prorate

MARSHALL *

Deputy Registrar #32
302 West Redwood
Marshall, MN 56258
(507) 532-4643
9:00 to 5:00 M-F
12:00-1:00 Closed
3:30 Cut-off Prorate
NO RENEWALS

MONTEVIDEO *

Deputy Registrar # 34
Courthouse
629 N 11th St
Montevideo, MN 56265
(320) 269-6035
Fax (320) 269-8120
8:00 to 4:30 M-F
3:00 Cut-off Prorate

MOORHEAD *

Deputy Registrar #15
Courthouse, Box 280
1300 15th Ave
Moorhead, MN 56560
(218) 299-5080
Fax (218) 299-5195
8:00 to 4:30 M-F
3:30 Cut-off Prorate

NORTH MANKATO *

Deputy Registrar #145
310 Belgrade Ave.
N. Mankato, MN 56003
(507) 625-1586
Fax (507) 625-6411
8:00 to 5:30 M-F
4:00 Cut-off Prorate

OLIVIA *

Deputy Registrar #76
Courthouse, 500 E Depue Av
2nd level
Olivia, MN 56277-1474
(320) 523-3612
Fax (320) 523-3608
8:00 to 4:30 M-F
3:00 Cut-off Prorate

ROCHESTER*

Deputy Registrar #19
Crossroads Shopping Ctr.
Rochester, MN 55904
(507) 282-4711
Fax (507) 282-1765
8:00 to 5:30 M-F
9:00 to 3:30 Prorate Hours
APPT. ONLY

ST CLOUD

Deputy Registrar #20
Stearns Cty Lic Ctr Adm Bldg
Rm. 130
705 Courthouse Square
St. Cloud, MN 56303
(320) 656-3928
Fax (320) 656-3932
8:00 to 11:00 & 1:30 to 4:30
M-F
Prorate by appointment only
NO PRORATE RENEWAL

THIEF RIVER FALLS *

Deputy Registrar #30
Courthouse PO Box 616
101 N Main Ave
Thief River Falls, MN 56701
(218) 683-7020
Fax (218) 683-7019
8:00 to 4:30 M-F
3:00 Cut-off Prorate

WINONA *

Deputy Registrar #24
Winona Cty. Office Bldg.
License Center
202 W. 3rd St.
Winona, MN 55987
(507) 457-6325
Fax (507) 454-9394
8:00 to 4:30 M-F
3:00 Cut-off Prorate

WORTHINGTON

Deputy Registrar #33
Courthouse Room 215
Box 757
Worthington MN 56187
(507) 372-8226
Fax (507) 372-8223
8:00 to 4:30 M-F
3:00 Cut-off Prorate
NO RENEWALS

Appendix G

Jurisdiction	Allows Credit on Same Supplement Only	Allows Credit on Same and Following Supplement Only	Allows Credit to Carry Forward	Miscellaneous
Alabama	X			
Alberta	X			
Arizona			X	
Arkansas	X			
British Columbia				
California				X No Credit
Colorado	X			
Connecticut		X		
Delaware	X			
District of Columbia				
Florida	X			
Georgia	X			
Idaho	X			
Illinois	X			
Indiana		X*		
Iowa	X			
Kansas	X			
Kentucky			X	
Louisiana	X			
Maine		X		
Maryland	X*			
Massachusetts	X			
Michigan	X			
Minnesota			X	
Mississippi	X			
Missouri		X		
Montana			X Weight fee only	
Nebraska		X		

Jurisdiction	Allows Credit on same supplement Only	Allows Credit on Same and Following Supplement Only	Allows Credit to Carry Forward	Miscellaneous
Nevada	X			
New Hampshire	X			
New Jersey	X			
New Mexico	X			
New York				X Reduced Monthly
North Carolina	X			
North Dakota		X		
Ohio				
Oklahoma			X	
Oregon		X		
Pennsylvania		X		
Rhode Island	X			
Saskatchewan	X			
South Carolina		X		
South Dakota		X		
Tennessee	X			
Texas		X		
Utah	x Reg fees only			
Vermont	X			
Virginia		X		
Washington			X	
West Virginia	X			
Wisconsin	X			
Wyoming			X	

* Vehicles of same type

Appendix H**MAXIMUM GROSS WEIGHT BY JURISDICTION**

<u>JURISDICTION</u>	<u>MAX.GVW.</u>	<u>Max on Cab Card</u>	<u>EXCEPTIONS OR CONDITIONS</u> (generally)
Alabama	80000	88000	over 80,000 lbs. by special permit
Alberta	137,787	137,787	
Arizona	80000	80000	over 80,000 lbs. by special permit
Arkansas	80000	80000	
British Columbia	141100	139994	
California	80000	Qualified	over 80,000 lbs. by special permit
Colorado	85000	80000	over 80,000 lbs. by special permit
Connecticut	80000	80000	over 80,000 lbs. by special permit
Delaware	80000	80000	
Dist. of Columbia	80000	80000	
Florida	80000	80000	
Georgia	80000	80000	
Idaho	105500	106000	over 80,000 lbs. by special permit
Illinois	80000	80000	
Indiana	80000	80000	
Iowa	no max	unlimited	over 80,000 lbs. by special permit
Kansas	85500	85500	80,000 lbs. on KS Interstate System
Kentucky	80000	80000	over 80,000 lbs. by special permit
Louisiana	88000	88000	
Maine	100000	90000	100,000 by permit
Manitoba	137770	137770	
Maryland	80000	80000	
Massachusetts	None	None	over 80,000 special permit required.
Michigan	160,001	160001	
Minnesota	80000	unlimited	over 80,000 special permit required.
Mississippi	80000	80000	

<u>JURISDICTION</u>	<u>MAX.GVW.</u>	<u>Max on Cab Card</u>	<u>EXCEPTIONS OR CONDITIONS</u> (generally)
Missouri	80000	80000	
Montana	124000	124000	over 80,000 special permit required.
Nebraska	94000	94000	
Nevada	129000	80000	
New Brunswick	106900	106900	
New Hampshire	94000	80000	
New Jersey	80000	80000	
New Mexico	86400	80000	
New York	None	None	over 80,000 special permit required.
Newfoundland	116000	116000	
North Carolina	80000	80000	
North Dakota	105500	105500	
Nova Scotia	110000	110000	
Ohio	80000	80000	
Oklahoma	90000	90000	
Ontario	80000	80000	
Oregon	105000	105000	over 80,000 special permit required.
Pennsylvania	80000	80000	
PEI	102000	102000	
Quebec	117000	117000	
Rhode Island	80000	80000	
Saskatchewan	137787	137787	
South Carolina	80000	80000	
South Dakota	none	none	over 80,000 special permit required
Tennessee	80000	80000	
Texas	80000	80000	
Utah	129,000	80000	over 80,000 special permits required

<u>JURISDICTION</u>	<u>MAX.GVW.</u>	<u>Max on Cab</u>	<u>Card</u>	<u>EXCEPTIONS OR CONDITIONS</u>
Vermont	80000	80000		
Virginia	80000	80000		
Washington	105500	105500		
West Virginia	80000	80000		
Wisconsin	80000	80000		
Wyoming	117000	117000		over 80,000 special permit required

Appendix I

All mileage is given as 1 round trip from the beginning of the highway in that state to the end of the highway in that same state.

- Not all interstates and highways are listed or shown
- E.W. indicates an east-west direction.
- N.S. indicates a north-south direction

INDEX

<u>I-10</u>	-	<u>Interstate</u>	<u>U.S. 10</u>	-	<u>U.S. Highway (U.S.)</u>
<u>10</u>	-	<u>State Highway (Rt.)</u>	<u>PK</u>	-	<u>Parkway</u>
<u>TCH</u>	-	<u>Tran Canadian Highway</u>	<u>CAR</u>	-	<u>Canadian Auto route</u>
<u>PH</u>	-	<u>Provincial Highway</u>			

UNITED STATES

ALABAMA: I-10 = **133 miles**; I-20 (E.W.) = **429 miles**; I-65 (N.S.) = **734 miles**; I-85 = **160 miles**.

ALASKA: Rt.1 = **500 miles**; Rt.2 = **400 miles**.

ARIZONA: I-8 (E.W.) = **718 miles**; I-10 = **784 miles**; I-40 = **718 miles**; 89+17+10+19 (N.S.) = **880 miles**.

ARKANSAS: I-30 = **286 miles**; I-40 (E.W.) = **570 miles**; I-55 = **144 miles**; U.S. 71 (N.S.) = **580 miles**.

CALIFORNIA: I-5 (N.S.) = **1594 miles**; I-10 (E.W. Southern CA) = **485 miles**; I-15 = **575 miles**; I-80 (E.W. Northern CA.) = **404 miles**.

COLORADO: I-25 (N.S.) = **598 miles**; I-70 (E.W.) = **901 miles**; I-76 = **368 miles**.

CONNECTICUT: I-84 = **197 miles**; I-86 = **90 miles**; I-91 (N.S.) = **116 miles**; I-95 (E.W.) = **223 miles**.

DELAWARE: I-95 = **47 miles**; I-495 = **23 miles**; U.S. 13 (N.S.) = **170 miles**.

FLORIDA: I-4 = **264 miles**; I-10 (E.W.) = **726 miles**; I-75 = **944 miles**; I-95 (N.S.) = **765 miles**.

GEORGIA: I-20 (E.W.) = **404 miles**; I-75 (N.S.) = **710 miles**; I-85 = **358 miles**; I-95 = **223 miles**.

IDAHO: I-15 (N.S.) = **392 miles**; I-84 = **551 miles**; I-90 = **147 miles**; 84+86+15+26 (E.W.) = **760 miles**.

ILLINOIS: I-55 = **590 miles**; I-57 = **717 miles**; I-80 (E.W.) = **327 miles**; U.S. 51 (N.S.) = **800 miles**.

INDIANA: I-65 = **524 miles**; I-70 = **313 miles**; I-80 (E.W.) = **303 miles**; U.S. 41 (N.S.) = **460 miles**.

IOWA: I-29 = **304 miles**; I-35 (N.S.) = **437 miles**; I-80 (E.W.) = **613 miles**; I-380 = **145 miles**.

KANSAS: I-35 = **471 miles**; I-70 (E.W.) = **848 miles**; U.S. 183 (N.S.) = **420 miles**.

KENTUCKY: I-24 = **187 miles**; I-64 = **383 miles**; I-75 = **383 miles**; 24+parkway+64 (E.W.) = **766 miles**.

LOUISIANA: I-10 = **549 miles**; I-12 = **171 miles**; I-20 (E.W.) = **380 miles**; U.S. 165 (N.S.) = **440 miles**.

MAINE: I-95 (N.S.) = **596 miles**; 2+9 (E.W.) = **430 miles**; U.S. 1 = **830 miles**.

MARYLAND: I-70 (E.W.) = **186 miles**; I-83 = **68 miles**; I-95 = **217 miles**; 83+301 (N.S.) = **205 miles**.

MASSACHUSETTS: I-90 (E.W.) = **269 miles**; I-91 (N.S.) = **110 miles**; I-95 = **180 miles**; I-495 = **240 miles**.

MICHIGAN: I-75 (N.S.) = **790 miles**; I-94 (E.W.) = **551 miles**; I-96 = **385 miles**.

MINNESOTA: I-35 = **519 miles**; I-90 (E.W.) = **550 miles**; I-94 = **518 miles**; U.S. 71 (N.S.) = **730 miles**.

MISSISSIPPI: I-10 = **154 miles**; I-20 (E.W.) = **309 miles**; I-55 (N.S.) = **579 miles**; I-59 = **342 miles**.

MISSOURI: I-44 = **582 miles**; I-55 = **419 miles**; I-70 (E.W.) = **503 miles**; U.S. 71 (N.S.) = **530 miles**.

MONTANA: I-15 (N.S.) = **790 miles**; I-90 = **1100 miles**; I-94 = **496 miles**; 94+90 (E.W.) = **1386 miles**.

NEBRASKA: I-80 (E.W.) = **911 miles**; U.S. 83 (N.S.) = **450 miles**.

NEVADA: I-15 = **248 miles**; I-80 (E.W.) = **821 miles**; 93+95 (N.S.) = **1140 miles**.

NEW HAMPSHIRE: I-89 = **122 miles**; I-93 (N.S.) = **264 miles**; I-95 = **32 miles**; Rt. 11 (E.W.) = **170 miles**.

NEW JERSEY: I-80 (E.W. Northern NJ) = **136 miles**; I-95 = **158 miles**; I-195 (E.W. Southern NJ) = **69 miles**; 206+54+557+50 (N.S.) = **320 miles**.

NEW MEXICO: I-10 = **329 miles**; I-25 (N.S.) = **924 miles**; I-40 (E.W.) = **747 miles**.

NEW YORK: I-84 (E.W. Southern NY) = **143 miles**; I-87 (N.S.) = **666 miles**; I-90 (E.W. Northern NY) = **774 miles**; I-95 = **47 miles**.

NORTH CAROLINA: I-77 (N.S.) = **211 miles**; I-95 = **363 miles**; 64+19+40+85+64 (E.W.) = **1050 miles**.

NORTH DAKOTA: I-29 (N.S.) = **435 miles**; I-94 (E.W.) = **705 miles**.

OHIO: I-70 (E.W. Southern OH) = **451 miles**; I-71 = **495 miles**; I-75 (N.S.) = **423 miles**; I-80 (E.W. Northern OH) = **474 miles**.

OKLAHOMA: I-35 (N.S.) = **472 miles**; I-40 (E.W.) = **662 miles**; I-44 = **657 miles**.

OREGON: I-5 (N.S.) = **617 miles**; I-84 (E.W.) = **750 miles**.

PENNSYLVANIA: I-76 = **703 miles**; I-79 (N.S.) = **367 miles**; I-80 (E.W.) = **622 miles**; I-81 = **467 miles**.

RHODE ISLAND: I-95 = **87 miles**; U.S. 6 (E.W.) = **50 miles**; 98+102+95+112 (N.S.) = **105 miles**.

SOUTH CAROLINA: I-26 = **442 miles**; I-85 = **212 miles**; I-95 (N.S.) = **398 miles**; 20+76 (E.W.) = **380 miles**.

SOUTH DAKOTA: I-29 (N.S.) = **505 miles**; I-90 (E.W.) = **826 miles**.

TENNESSEE: I-40 (E.W.) = **911 miles**; I-65 (N.S.) = **243 miles**; I-75 = **323 miles**; I-81 = **150 miles**.

TEXAS: I-10 (E.W. Southern TX) = **1761 miles**; I-20 = **1272 miles**; I-35 (N.S.) = **1008 miles**; I-40 (E.W. Northern TX) = **354 miles**; I-45 = **570 miles**.

UTAH: I-15 (N.S.) = **811 miles**; I-70 = **462 miles**; I-80 (E.W.) = **395 miles**.

VERMONT: I-89 = **261 miles**; I-91 (N.S.) = **355 miles**; I-93 = **22 miles**; U.S. 4 (E.W.) = **110 miles**.

VIRGINIA: I-64 (E.W.) = **598 miles**; I-77 = **126 miles**; I-81 = **648 miles**; I-95 (N.S.) = **349 miles**.

WASHINGTON: I-5 (N.S.) = **553 miles**; I-82 = **265 miles**; I-90 (E.W.) = **594 miles**.

WEST VIRGINIA: I-64 (E.W.) = **374 miles**; I-77 (N.S.) = **374 miles**; I-79 = **321 miles**.

WISCONSIN: I-90 = **374 miles**; I-94 = **696 miles**; U.S. 18 (E.W.) = **360 miles**; U.S. 51 (N.S.) = **550 miles**.

WYOMING: I-25 = **602 miles**; I-80 (E.W.) = **806 miles**; I-90 = **418 miles**; 25+90 (N.S.) = **700 miles**.

CANADA

ALBERTA: TCH 1 = **570 miles**; PH 2 = **1750 miles**; PH 16 = **820 miles**.

BRITISH COLUMBIA: TCH 1 = **1590 miles**; PH 97 = **1590 miles**.

MANITOBA: TCH 1 = **590 miles**.

NEW BRUNSWICK: TCH 2 = **630 miles**.

NEWFOUNDLAND: TCH = **1590 miles**.

NOVA SCOTIA: TCH 104 = **330 miles**; PH 102 = **120 miles**.

ONTARIO: TCH 17 = **1092 miles**; TCH 69 = **470 miles**.

PRINCE EDWARD ISLAND: TCH 1 = **130 miles**

QUEBEC: CAR 20 = **546 miles**; PH 155 = **280 miles**.

SASKATCHEWAN: TCH 1 = **856 miles**.

YUKON: PH 1 = **950 miles**.

MOTOR CARRIER GLOSSARY OF TERMS

The following is a glossary of common terms used in the IRP program.

ACCOUNT: Account is a numerical identifier for any entity who establishes an IRP account with the Minnesota prorate office for IRP or IFTA (fuel tax licensing and reporting purposes.

ADDITIONAL FLEET VEHICLES: Vehicles acquired by the carrier after the start of the registration year and added to their IRP fleet.

APPLICANT: A person, firm or corporation in whose name the uniform application is filed with a base jurisdiction to apportion a fleet of vehicles.

APPORTIONMENT: Registration based on a proportional payment of registration fees, determined by each jurisdictions unique fee structure and percentage of miles traveled in each member jurisdiction.

AUDIT: The official examination of a carrier's records to determine if the correct IRP and IFTA fees were paid.

BOB TAIL: The operation of a truck-tractor alone, not in combination with a trailer or semi-trailer.

BUS: "Bus" means every motor vehicle designed for carrying more than 15 passengers, including the driver.

CAB CARD: A IRP registration card issued only by the base jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base state, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered.

CARRIER: An individual, partnership, or corporation engaged in the transportation of goods or persons. A motor carrier operator is responsible for the business requirements of the operation of the motor vehicles.

CHARTER BUSES: Also known as Tour Buses, are buses, which do not operate on a fixed route or on a regular schedule. Charter buses also includes private buses.

COMBINATION OF VEHICLES: A power unit used in combination with trailers and/or semi-trailers.

COMBINED GROSS VEHICLE WEIGHT: The total unladed weight of a combination of vehicles plus the weight of the load carried on that combination of vehicles for which registration fees have been paid.

COMMON CARRIER: Any motor carrier, which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

CONTRACT CARRIER: Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.

CONVERTER GEAR: A set of axles with a fifth wheel designed to be towed by a power unit, and which is used to convert a semi-trailer to a full trailer. Converter gear may be used to connect two trailers in a twin trailer combination.

CVISN: Commercial Vehicle Information System Networks. An effort to design motor carrier systems in such a way as to provide for maximum utility and flexibility. CVISN includes such programs as electronic credentialing, safety management, pre-clearance programs, and IRP and IFTA Clearinghouse.

US DOT NUMBER: Carrier-specific number issued by the Federal DOT's Federal Highway Administration to be used as a census number in the tracking of motor safety compliance issues.

EMPTY WEIGHT: See unladen Weight.

ENFORCEMENT DATE: The date a carrier is required by its base jurisdiction to display the new registration year's credentials.

FEDERAL HEAVY VEHICLE USE TAX (HVUT): A federal excise tax paid annually to the Internal Revenue Service on each motor vehicle with a GVW of 55,000 pounds or more.

FLEET: One or more vehicles with the same jurisdiction profile, common mileage, and controlled by the same applicant.

FOR-HIRE CARRIER: Any person who engages in transportation by motor vehicle of passengers or property for compensation.

FULL TRAILER: Every vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

GROSS VEHICLE WEIGHT (GVW): The unladen weight of a vehicle plus the weight of the load carried of that vehicle.

HOUSEHOLD GOODS CARRIER: Carriers handling (1) personal effects and property used or to be used in a dwelling; (2) furniture, fixture, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods; and shall include owned or leased equipment and associated service representatives.

HUNTER'S PERMIT: A permit issued to owner-operators who terminates a lease with a Minnesota based carrier, which requires return of the plates, stickers and cab card to the carrier. The hunter's permit allows a vehicle or combination of vehicles to use the highways for the purpose of locating a new

job. Permit is valid only for movement of an unloaded vehicle .

I.V.M.R.: Individual Vehicle Mileage Record is the original mileage record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's application and tax reports for accuracy.

I.R.P.: The abbreviation for the reciprocal registration agreement, the International Registration Plan.

IMPLEMENTATION PERIOD: A 120-day time period granted new IRP member jurisdictions to allow sufficient time to notify base registrants and non-IRP registrants of the new entry.

INTER-JURISDICTION MOVEMENT: Vehicle movement between or through two or more jurisdictions.

INTRA-JURISDICTION MOVEMENT: Vehicle movement from one point to another within the same jurisdiction.

JURISDICTION: A state, territory or possession of the United States, the District of Columbia, a province or territory of the Dominion of Canada, or a state, province or territory of any other country.

LEASE: A written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time.

LESSEE: A person, firm, or corporation that has the legal possession and control of a vehicle owned by another under terms of a lease agreement.

LESSOR: A person, firm, or corporation which has the legal possession, control of, and responsibility for the operation of the vehicle to another person, firm, or corporation.

M.S.O.: Manufacturer's Statement of Ori
– Original documentation from vehicles manufacturer that precisely describes a particular vehicle.

MEMBER JURISDICTION: A jurisdiction that has applied for membership and has been accepted by all members of the International Registration Plan and/or the International Fuel Tax Agreement.

MILEAGE: As recorded from IVMR's a compilation of the actual operation of apportioned fleets of vehicles.

MILEAGE YEAR: For IRP purposes, the last complete July to June.

MOTOR CARRIER: An individual, partnership, or corporation engaged in the transportation of goods or persons. See Common Carrier, contract Carrier, or Private Carrier. A motor carrier operator is responsible for some or all of the business requirements of the operation of the motor vehicles.

ONE-WAY RENTAL VEHICLE: A truck having a Declared Gross Vehicle Weight of 26,000 pounds or less and rented or offered for rental by a Rental Company, for a specified period of time.

OPERATING AUTHORITY: Authority granted by either the Interstate Commerce commission, its successor, or a jurisdiction's Regulatory Commission to a carrier to operate for-hire in interstate and/or intrastate commerce.

OWNER: Any person, firm, or corporation, other than a lien holder, holding legal title to a vehicle.

OWNER-OPERATOR: someone who owns a truck, but who leases the motor vehicle with driver to a motor carrier. The carrier generally is responsible for some or all of the legal and business requirements for the vehicle. In the IRP, a motor vehicle may be registered by either the motor carrier or the owner- operator.

OPERATIONAL RECORDS: Source documents that support miles traveled in each jurisdiction including fuel report trip sheets, logs, and Individual Vehicle Mileage Reports.

POWER UNIT: See Bus, Truck, Truck-Tractor, or Tractor.

PRIVATE CARRIER: The person, firm, or corporation that utilizes its own trucks to transport its own freight.

PRISM: Performance Registration Information System Management. A federal-state motor carrier safety program that ties a carrier's safety rating to their ability to register trucks. .

PROPERLY REGISTERED VEHICLE: A vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to be operated.

PURCHASE PRICE, VEHICLE:

Original Purchase Price – For purposes of apportionment registration, the actual purchase price of the vehicle when new, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Factory List Price – The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle, as provided for in McLean-Hunter Automobiles Reference Book.

Latest Purchase Price – The actual purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

RECIPROCITY: The reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not so registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings.

RECIPROCITY MILES: Miles traveled by apportionable vehicles in jurisdictions that require no apportionment and grant reciprocity.

RECREATIONAL VEHICLE: Vehicles used for personal pleasure and not in connection

with any commercial or business enterprise. Recreational vehicles include such vehicles as campers and motor homes.

REGISTERED WEIGHT: The weight for which a vehicle is licensed or registered within a particular jurisdiction.

REGISTRANT: The person, firm, or corporation in whose name a vehicle is properly registered with IRP registration.

REGISTRATION FEE: For apportionable vehicles, shall be the total fee required under the laws of each jurisdiction for each vehicle at the regular annual or unexpired portion of the registration year.

RESTRICTED PLATES: Registration plates with a geographic, time or commodity restriction. Restricted plates are exempt from the IRP and are subject to reciprocity agreements.

SALES TAX: A sales tax on the purchase price of motor vehicles by Minnesota residents. Sales tax is due at time vehicle registration. The tax is determined by multiplying the Minnesota mileage percentage times the purchase price and then that figure times 6.5%.

Schedule A/E – Schedule A/C): The IRP application forms provided for making application for apportioned registration and for renewals and changes.

SCHEDULE B – See Uniform Mileage Schedule.

SEMITRAILER: A vehicle without motive power designed to be pulled or towed by a motor. Vehicle in which part of the trailer's load is supported by the power unit. S

SERVICE REPRESENTATIVE: Someone who furnishes facilities and services including sales, warehousing, management equipment and drivers under contract or by other arrangement to a household goods carrier.

STATE: For the purpose of this manual, unless the context clearly indicates otherwise,

“State” has the same meaning as “Jurisdiction”.

TEMPORARY VEHICLE REGISTRATION :

A credential valid for up to 60 days to allow a vehicle to be operated while annual registration credentials are being processed. Also known as Temporary Authority (T/A's).

TOTAL FLEET MILES: the total number of miles operated by a registrant's apportioned vehicles in all jurisdictions during the preceding year.

TRACTOR: Every motor vehicle designed and used primarily for drawing other vehicles in all jurisdictions during the preceding year.

TRAILER: A vehicle without motor power designed to be pulled or towed by a truck in which no part of the vehicle's load is supported by the power unit. See semi trailer.

TRIP PERMIT: A temporary permit issued by a jurisdiction in lieu of regular registration, reciprocity, or fuel tax licensing. The permit is valid for interstate and intrastate movement.

TRUCK: Every motor vehicle designed, used or maintained primarily for the transportation of property.

TRUCK TRACTOR: Every motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

UNLADEN VEHICLE WEIGHT: The weight of a vehicle fully equipped for service excluding the weight of any load.

VEHICLE: Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon rails or tracks.

VEHICLE IDENTIFICATION NUMBER (V.I.N.): the numbers and letters generally assigned to a vehicle by the manufacturer for the purpose of titling and registration.